

Town Council Meeting: 13 December 2010



Town of Garrett Park
PO Box 84
4600 Waverly Avenue
Garrett Park, MD 20896

Regular Meeting of Town Council
Garrett Park Town Hall
10814 Kenilworth Avenue
Garrett Park, MD 20896

Draft Minutes

Annual Council Dinner with Annapolis Delegation: 6:00 PM

Coffee and Dessert with Residents: 7:30 PM

Presentations by Annapolis Delegation: 7:45 PM

Regular Meeting Call to Order: Mayor Keller called the regular Council meeting to order at 8:30 PM. Present were Councilmembers Irons, Mandel, Petito, Schulp and Wegner. Also present was Administrator Pratt, Barbara Collier of the *Bugle*, residents Gerilee Bennett and Tara Flynn representing the Garrett Park Cooperative Nursery School (Nursery School), and a number of Town residents.

Approval of Agenda: The agenda was approved as posted without objection.

Presentations by Residents:

Gerilee Bennett and Tara Flynn updated the Council on the status of the Nursery School's Community Center renovation project. The Nursery School has started the paperwork necessary to obtain funds under the state bond bill grant approved by the legislature earlier this year. In the first step, the Maryland Historical Trust has determined that the Nursery School may go forward without conditions related to historic preservation of the Community Center building. They also announced that they have retained an architect and have been working with him to develop a plan for the refurbishing on the basis of which bids can be solicited. The next step is to finalize the lease with the Town, which will allow the Nursery School to submit contracts to the state for review and approval, and to apply for reimbursement from bond bill funds for Nursery School expenditures. The Nursery School has adopted a contracts policy to assure compliance with the state's regulations, and has almost completed the design development stage. Cost estimates with code research indicate that the project should be able to meet all codes within the proposed budget. The Nursery School expects to start work on the building in March or April.

Mayor's Report:

- Mayor Keller noted that the November Citizens Association meeting featured an engaging and well-received presentation about Town history, with source material drawn from the Archives; he thanked Nancy Schwartz and Marian Green for their work.
- Mayor Keller also noted that on November 17th he, Councilmember Wegner, and Town Administrator Pratt, met with Nursery School representatives at the Community Center, where the Nursery School's architect, Michael Dowling, made an excellent presentation.
- Mayor Keller reported that progress is being made on finalizing the lease for the Community Center, but it is not yet ready for Council action. The deed, however, is completed and will soon be recorded.
- Mayor Keller briefed the Council on the status of the willow oaks in the 4800 block of Oxford Street. On December 9, without notice or a legal easement in place that would permit the work, a contractor for Montgomery County Public Schools installed a new water supply pipe, running from the WSSC water main in Kenilworth west along the 4800 block to the new school. Based on brief assessment by both MCPS and Town arborists, there appears to be limited damage to the tree roots of the trees adjacent to the trenching for most of its length. The tree at the southwest corner of the intersection with Kenilworth, however, was affected, as there was substantial new excavation for valves at that location, which may have damaged its roots. The Mayor met at the site with representatives from MCPS, Dustin Construction, and Town Arborist Phil Normandy at 12:30 PM today (12/13) to review the situation. Steps to protect the tree's roots from further damage were arranged for, to be carried out by the contractor's arborist. The Mayor will pursue guarantees and assurances regarding the safety of the tree on the corner; he will seek an agreement from MCPS that they will bear any costs incurred in dealing with the tree, as well as legal and arborist fees.
- Mayor Keller thanked the Council, Town residents who volunteer to serve on various committees, and Town staff for their work throughout 2010, and wished a happy holiday season to all.

Councilmember's Reports on Areas of Responsibility:

- Councilmember Schulp reported on the recent Parks and Open Space Committee meeting, where FY 2011 and 2012 projects were discussed, including potential work at the old Town tennis court on Cambria at Raleigh.

- Councilmember Irons reported that the Garrett Park Conservation Action Network (GPCAN) will hold a wine and cheese reception and presentation on energy conservation at the Town Hall on January 6 at 8 pm. GPCAN will formally unveil a graphic to be placed in the Post Office lobby that will track Garrett Park's progress from red to green, measuring different energy conservation efforts taken by residents. The installation of this 'green thermometer' will take place on January 8th at 9 am. in the Post Office Lobby. Councilmember Irons also reported that she plans to attend all upcoming county zoning re-write meetings.

Approval of Minutes:

- Approval of the 11/08/2010 Regular Council Meeting Minutes - Councilmember Wegner **MOVED**

That the minutes of the 11/08/2010 Regular Council Meeting be approved as circulated with changes and edits. The motion was seconded by Councilmember Mandel and **PASSED** unanimously.

Action/Discussion:

- Stormwater Projects - Councilmember Wegner reviewed the November 22nd Council work session with Chester Engineering, noting that Chester is developing proposals in response to Council members' comments on the preliminary plans, and will be providing more information on design criteria. Chester expects preliminary plans for each site to be completed by next week, and will work with Administrator Pratt to develop materials for detailed discussion at the Council's January work session so that the Council can begin the process of integrating the various storm water projects into the FY 2011 and FY 2012 budget process.
- Public Information Act (PIA) Regulation - Mayor Keller discussed the promulgation of PIA regulations for the Town. Draft regulations were circulated to the Council. The Town is currently applying these draft regulations, drawn almost *verbatim* from the Maryland PIA manual, on an interim basis. Council members provided extensive comments on the circulated draft, which need to be integrated into a further draft. A new draft will be circulated for added Council review, with the intent of introducing the Regulations at the January meeting for public comment, and final adoption in February.
- Nursery School Community Center Lease - Mayor Keller discussed the anticipated procedure for finalizing the lease. Mayor Keller thanked Council members Petito and Schulp for their work in negotiating a lease, and noted that when agreement is reached with the Nursery School the resultant document will be referred to the Town's attorney for review, and to the Council. Mayor Keller asked for an understanding from the Council that this process proceed by email, and that he would have authority to

sign the lease after such a procedure. There was no objection to the Mayor's proposal.

Town Administrator Report:

- Monthly Financial Report - Administrator Pratt reviewed the monthly financial report with the Council.
- Permits Report - Administrator Pratt reviewed the monthly building permits report with the Council.

Adjournment: The meeting adjourned at 9:20 PM.

Respectfully submitted,

[TOWN SEAL]

Edwin Pratt, Jr., Clerk-Treasurer